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CONFIDENTIAL

January 8, 1948

MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

ATTENTION: Executive for Administration & Management

SUBJECT: Adjustment of FBIB West Coast Bureau Table of Organization

1. After personal inspection of the operations of the FBIB West Coast Bureau, the Chief, FBIB, has determined that the volume of monitoring coverage maintained at this Bureau has so increased since positions of the current table of organization were requested in October 1946 that the following adjustments are required:

25X1

a. Addition of one Engineer, P-3, to make a total of four in this grade. The Bureau operates twenty-four hours per day, seven days per week, and present volume and distribution of coverage require that technical personnel on each of the twenty-one shifts per week be under the supervision of a professional engineer. A total of four engineers, P-3, is adequate, with engineer, P-4, covering the odd shift and leaves of absence.

b. Addition of two editors, CAF-9, to make a total of three in this grade. Present distribution of editorial work-load requires one assistant to the editor-in-charge on each of the two night shifts. Three editors at CAF-9 will cover adequately the fourteen shifts per week, with slight allowance for leaves of absence.

2. It is requested that these two adjustments of the FBIB West Coast T/O be effected, and in order to implement the proposed changes it is requested that the FBIB U. S. Field Personnel Ceiling be changed from 96 to 99 for all quarters of the fiscal year 1948.

LKW:JRC:dt:bhr

LYMAN B. KIRKPATRICK, JR.
Acting Deputy Assistant Director
for Operations

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